

Lesson Plan

Lesson Author	
First and Last Name	Brooke Walesh
School Name	Koenig & Magee Elementary – Two Rivers
Class/Grade Level	4 th Grade Computer Class
Unit of Study	Technology
Lesson Overview	
Lesson Title	
Collaborating and Communicating with High School Students through Google	
Unit Summary	
In this learning plan, the student will learn to communicate over the Internet by sending and receiving electronic mail messages through gmail and Google Docs. Opening, replying, and attachments will be covered in this lesson as well.	
Subject Area	
Technology	
21 st Century Skill(s)	
<p>Students will understand advantages of E-mail</p> <ul style="list-style-type: none"> • Fast- no waiting for delivery • Inexpensive- no postage, fees associated with program • Can send one letter to multiple recipients <p>Collaborating and Communicating through the use of technology (gmail and Google Docs)</p>	
Approximate Time Needed	
Two to Three 45-minute class periods	
From a Unit Plan or Curriculum Area	
Targeted ISTE/NETS Standards http://www.iste.org/standards/nets-for-students.aspx	
<p><u>1.Creativity and Innovation</u></p> <p>Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.</p> <p>b. Create original works as a means of personal or group expression</p> <p><u>2. Communication and Collaboration</u></p> <p>Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.</p> <p>a. Interact, collaborate, and publish with peers, experts, or others employing a variety of digital environments and media</p>	
21 st Century Student Objectives/Learning Outcomes	
<p>Students will be able to:</p> <ol style="list-style-type: none"> Launch an e-mail program. Open, read, print, reply to, and delete electronic mail messages. Compose, format, and send electronic mail messages. Open a Google docs document or send/open an attachment (available to edit). 	

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Curriculum-Framing Questions

Essential Question

How has and how can email and Google docs change education?

Unit Questions

1. When should a person use this type of technology?
2. What would misuse of this technology look like?
3. How can people use this technology in different situations?
4. How is this digital tool able to improve collaboration and communication?

Lesson Content Questions

1. *What are some advantages and disadvantages of email?*
2. *Why should you always be discrete/smart when sending email?*
3. *How does your email login and password compare to your network login and password?*

Assessment Plan

Assessment: Formative and Summative (Include all additional worksheet/assessment tools as attachments).

Formative:

Classroom observations

1. Students are able to login to gmail accounts and complete learning activities.
 - a. Use Youtube tutorials if additional learning instruction is needed.
 - b. Distribute login cards as needed.
2. Students are on task.
 - a. Hand out printed copy of learning activities to use as a checklist.
 - b. Give gentle reminders and reinforce positive behaviors.
3. Students are able to explain how email and Google docs can change education (discussion).

Summative:

1. Students are able to access a gmail account.
2. Students are able to create and send an email message.
3. Students are able to receive and reply to an email message.
4. Students are able to open and send an email attachment (enrichment).

Lesson Details

Prerequisite Skills

Students must be able to log into the school network. Prior to the lesson, I will have to go into each email account and change temporary passwords to student login passwords.

Instructional Procedures

Activity 1: Accessing your Email Account

Your email address contains a username. This can be anything from your real name to a nickname or even an ID number. Your first part of your email address is your login name- (firstname.lastname). The second part of an email address is the name of the server that will receive and store the mail. Our server belongs to the Two Rivers Public School District (trs.schools.k12.wi.us). The two parts are separated by the "@" symbol.

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Steps to access your email account:

1. Click on your internet browser
2. Press the “home” button screen to go to the TRPS website
3. Click on the “students” tab
4. Choose Google Apps (Student Email)
5. Enter your username (firstname.lastname)
6. Enter your password raiders###
7. Click on sign in- this will bring you to your inbox- place where your messages are stored.

Activity 2: Creating and Sending an Email

When sending messages, make sure you always:

- ◆ Include a clear and specific subject line.
- ◆ Check spelling and grammar.
- ◆ Read your own message before sending it.

Steps to create and send an email:

1. Point and click on the button that will let you create a new message “compose”
2. The “To” line is where you enter the email address you would like to send an email to.
 - a. Send a message to: (your partner)
 - The name is already in your contacts so as you type the name, you can select the correct person/email address.
 - b. Note if you want to send the same message to more than one person, separate the addresses with a comma or semicolon.
3. The subject line should be: Practice Email or Test
4. In the “body” of the email message, key the following:
 - a. My name is (insert your first and last name). Key “enter” twice
 - b. My favorite color (or sport, subject, etc) is (insert your answer). Key “enter” twice.
 - c. Ask what is your favorite color (or sport, subject, etc)?
5. Send your message by clicking on “send”

Activity 3: Receiving and Reading an Email message

When you receive an email message it will appear in the inbox along with the name of the sender, the date, and the subject. Messages in the list that have not been read will appear in different color than those that have been read.

Steps to receive and read an email message:

1. Click on the inbox link to view the contents of the message received list.
2. Click on the message you want to open to read the contents of the message.

Activity 4: Opening an Email attachment

A message that contains an attachment will have a paper clip in the next to the date/time of the sent email.

Steps to open an email attachment:

1. Click on the attachment icon found at the bottom of the message.
2. You may have to select “open” in which it was created.
3. You may save or close the attachment.

Activity 5: Replying to a Email message

When you want to respond/reply to a message that you received, it is easy to do by sending a reply. A number in parenthesis after an email indicates the number of replies between people in the email. You can have ongoing messages in just one email.

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Steps to reply to an email message:

1. Open the original message
2. Click on the “reply” button, which looks like an arrow. If you hover your cursor over this icon, a box reading “reply” will pop up that ensures you are clicking on the right part.
 - a. (a drop down box with reply all sends to each person included in the message- be careful to only send a reply to the person(s) you intend.
3. Click in the message area and answer the question asked to you.
4. Send the message by clicking on “send”.

Activity 6: Sending an attachment.

Attachments are separate files that are sent along with an email message. When you do this you are adding a file that has already been created. Any type of file such as a word processing (Microsoft word), graphic or picture, sound, or presentation can be sent as an attachment. The file received as an attachment can then be used by the recipient on his or her own computer.

Steps to send an attachment:

1. Create your email by choosing a recipient (To) and typing a subject in the subject line.
2. Enter your message in the body of the email.
3. Click on the link titled “attach a file” below the subject line.
4. Click the drive in which the document you want to attach is saved/stored.
5. Click on the name of the file you want to attach.
6. The name of the file will appear beneath the subject line. To remove the attachment, uncheck the X box before the file name.
7. Send your message by clicking on “send”.

Activity 7: Sending an email to Read 180 Class.

Students will send an English Paper rough copy from their classroom to high school Read 180 students through their school gmail accounts. The Read 180 students will convert this document into Google Docs and edit/make comments for the fourth grade student to use for corrections in class.

Steps to send an email to Read 180 Class:

1. Access student email accounts.
2. Compose a new email message to Read 180 student.
3. Attach the English paper.
4. Send the email.

Accommodations for Differentiated Instruction

Special Needs Students

Print hard copies of learning activities for visual learners.
Additional learning task of sending and opening at attachment for enrichment.
Additional video tutorials available on Ms. Walesh’s Wiki & Google apps.
Higher Level learners can help other students as needed.

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Materials and Resources Required For Lesson	
Technology – Hardware (Click boxes of all equipment needed)	
<input type="checkbox"/> Camera <input checked="" type="checkbox"/> Computer(s) <input type="checkbox"/> Digital Camera <input type="checkbox"/> DVD Player <input checked="" type="checkbox"/> Internet Connection	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Laser Disk <input type="checkbox"/> Printer <input checked="" type="checkbox"/> Projection System <input type="checkbox"/> Scanner <input type="checkbox"/> Television </div> <div> <input type="checkbox"/> VCR <input type="checkbox"/> Video Camera <input type="checkbox"/> Video Conferencing Equip. <input type="checkbox"/> Other </div> </div>
Technology – Software (Click boxes of all software needed.)	
<input type="checkbox"/> Database/Spreadsheet <input type="checkbox"/> Desktop Publishing <input checked="" type="checkbox"/> E-mail Software <input type="checkbox"/> Encyclopedia on CD-ROM	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Image Processing <input checked="" type="checkbox"/> Internet Web Browser <input type="checkbox"/> Multimedia </div> <div> <input type="checkbox"/> Web Page Development <input type="checkbox"/> Word Processing <input type="checkbox"/> Other </div> </div>
Printed Materials	Printed directions of learning activities for visual learners, login cards.
Supplies	<i>Student logins must be checked and passwords changed from the default prior to the first day.</i>
Internet Resources	www.trschools.k12.wi.us with tab to Student Google Apps (email) www.google.com www.gmail.com
Other Resources	Mrs. Wester's Read 180 Class Ms. Walesh's Class Wiki for Youtube tutorials

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